

VACANCY ANNOUNCEMENT**ANNOUNCEMENT #M-02104****POSITION: LEAD DAY CAMP COUNSELOR NF-01****SALARY: \$9.89 - \$10.00 PH****LOCATION: MATTAPANY DAY CAMP (SEASONAL)****OPEN: 26 JANUARY 2004****CLOSE: OPEN UNTIL FILLED****AREA OF
CONSIDERATION: COMMUTING AREA**☒ Spouse Preference Eligible☒ Involuntary Separated Military☐ Regular Full-Time (35-40 Hours Per Week)☐ Regular Part-Time (20-34 Hours Per Week)☒ Flexible (0-40 Hours Per Week)☐ One-Time Basis☒ Establish Register☐ Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to

Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670

Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES

Responsible for opening or closing the day camp and assisting in the recording of attendance and special instructions from parents. Acts as a liaison between other counselors, volunteers and the day camp management. May act as a substitute in the absence of a counselor to ensure that staff/child ratios are maintained. Provides training and instruction to day camp counselors.

Performs administrative duties in the absence of the Manager of the Mattapany Day Camp. Ensures that care is provided in compliance with the day camp and development standards as outlined in applicable regulations. Ensures that a pleasant, inviting atmosphere is maintained throughout the day camp environment. Uses own initiative to assist counselors in developing and implementing a variety of activity plans. Ensures the safety and health of each child through constant supervision and proper maintenance of equipment and supplies. Participates in conferences with parents and day camp counselors. Prepares and submits accurate and timely reports as required.

Interacts with children and counselors during programmed activities. Uses approved child guidance techniques that support overall program objectives. Maintains continuous observation guidance techniques that support overall program objectives. Maintains observation of children to detect early signs of distress or abnormal behavior. Prepares and implements specialized programs for children with special needs.

QUALIFICATIONS

Lead Counselor must have one year's experience as a counselor in a day camp setting or in a related field such as early childhood, school age care program or elementary education. Must possess a high school diploma or equivalent. College courses in Early Childhood Development, Physical Education, Recreation, Art and/or Music is highly desirable. Must be able to obtain CPR, First Aid and Water Safety Aid Certification. Must be able to meet all requirements to obtain a satisfactory background check and health card. Must have a valid Drivers License.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.